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INSTRUCTIONS FOR PREPARATION OF PERSONNEL INFORMATION CARD -FORM 37-6

PURPOSE:

For efficient operation it is necessary that current employee office and home information be available to the Telephone Service, Mail and Control Section, and other offices where personnel locator records are maintained.

To accomplish this a Personnel Information Card Master file has been established in the Machine Records Branch, General Services Office. This file contains a Personnel Information Card for each Departmental employee assigned to Washington, D. C. headquarters.

The information contained in the Personnel Information Card consists of the employee's name, office location and telephone number, Agency Office to which assigned and home address and telephone number.

In accordance with Agency Regulation ______ the Administrative Officer of each Agency Office is instructed to submit a completed Personnel Information card to the Machine Records Branch for each employee assigned to his office.

The Machine Records Branch will mechanically process these cards to establish the Master Card file and will also furnish the Administrative Officer with a duplicate of the Master Card. These duplicates are maintained by the Administrative Officer and are known as the "Office Files".

The Administrative Officer is responsible for maintaining the Office File on a current basis, and for reporting daily all additions, deletions and changes of locator information to the Machine Records Branch so that the information available in the Master File is kept current and accurate. The importance of this cannot be over-emphasized.

The Personnel Information Card (Form 37-6) was revised as of April 1953. Facsimile examples of the revised card form and instructions for reporting additions, deletions and changes are attached.

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 Additions: New employees and transfers from Field to Departmental Office.

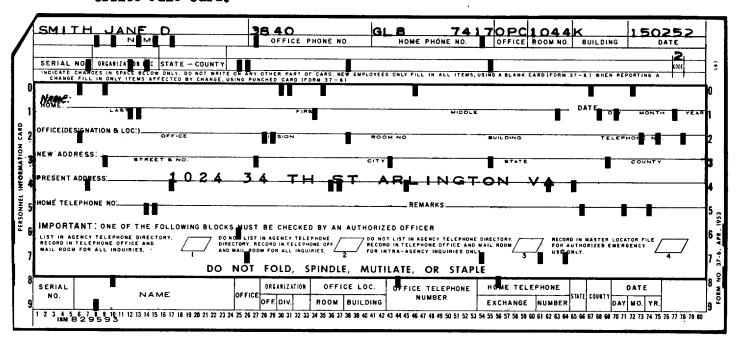
All items of information included in the body of the Personnel Information Card Form should be completed. Block 1, 2, 3 or 4 must be checked to indicate to what extent information is restricted.

a. Example: Card for New Employee

	NAME			IONE NO.	HOME PHONE NO.	OFFICE ROOM N	O. BUILDING	DATE
		ONLY. DO NOT WRITE	ON ANY OTHER PART OF SING PUNCHED CARD (FD)		5 ONLY FILL IN ALL ITEMS,	USING A BLANK CARD (FOR	M 37-6) WHEN REP	CODE DRTING A
0 1	ŞMITH		JAŅĘ		D.		DATE	FEB 524
S 2 OFFICE(DESIGNA	TION & LOC:)	JPC	PI		44 M NO.	BULDING		840
NEW ADDRESS W APRESENT ADDRI	STREET	4 - 34	th ST,	ARLING	TON, YA,	ARLING		COUNTY
thome telephone no: GLEBE 8-7417 REMARKS NEW EMPLOYEE IMPORTANT: ONE OF THE FOLLOWING BLOCKS MUST BE CHECKED BY AN AUTHORIZED OFFICER								
IMPORTANT; ONE OF THE FOLLOWING BLOCKS MUST BE CHECKED BY AN AUTHORIZED OFFICER LIST IN AGENCY TELEPHONE DIRECTORY. BECORD IN TELEPHONE OFFICE AND AND MAIL ROOM FOR ALL INQUIRIES. DO NOT FOLD, SPINDLE, MUTILATE, OR STAPLE IMPORTANT; ONE OF THE FOLLOWING BLOCKS MUST BE CHECKED BY AN AUTHORIZED OFFICE AND MAIL ROOM FOR AUTHORIZED EMERGENCY BECORD IN TELEPHONE OFFICE AND MAIL ROOM BECORD IN TELEPHONE								
SERIAL NO.	NAN	ΛE.	OFFICE OFF. DIV.	OFFICE LOC. ROOM BUILDING	OFFICE TELEPHONE NUMBER	HOME TELEPHONE	R STATE COUNTY DAY	MO. YR.
1 2 3 4 5 6 7 18M 8 2 9	8 9 10 11 12 13 14 15 5 9 3	16 17 18 19 20 21 22 23	24 25 26 27 28 29 30 31 32 33	34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53	24 32 36 37 38 59 60 61 62 63	64 63 00 01 68 69 (U /)	72 13 14 13 76 77 18 79 80

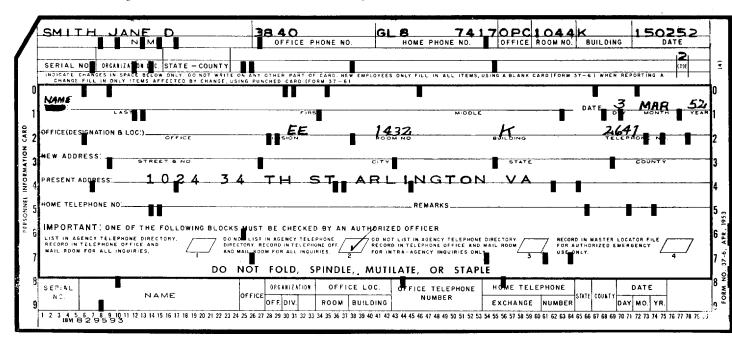
The new cards are forwarded to the Machine Records Branch, where Master and Office File cards are prepared.

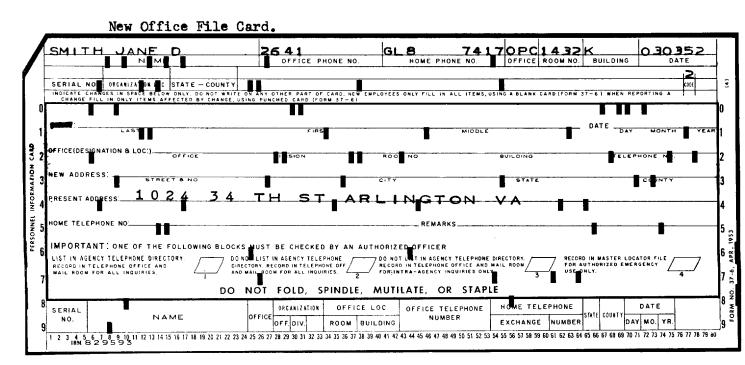
Office File Card.



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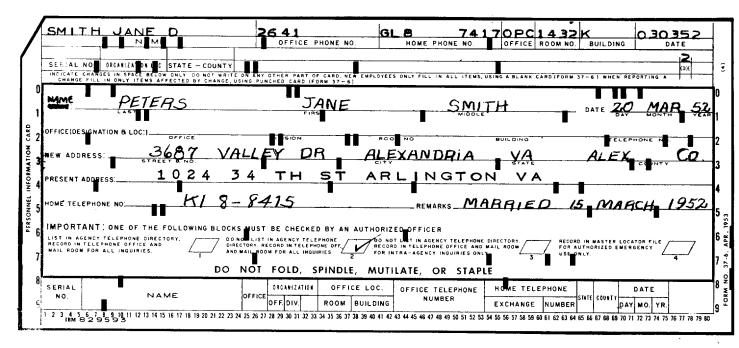
- 2. Changes: When any one of the items of information on a card is affected by a change, the card affected will be withdrawn from the Office file and the new information entered in the appropriate spaces on the card.
- a. Example: Office Information Change.



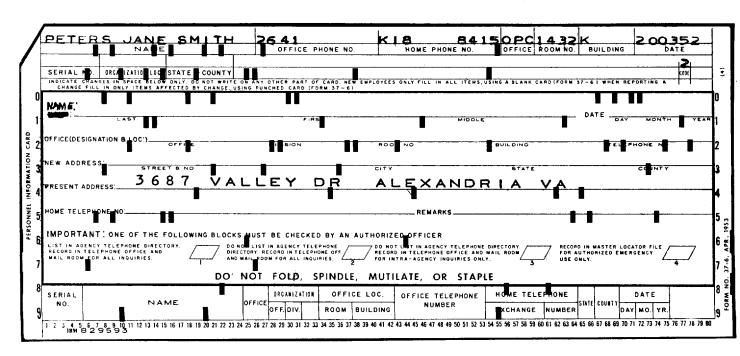


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b. Example: Name and Home Information Change.



New Office File Card

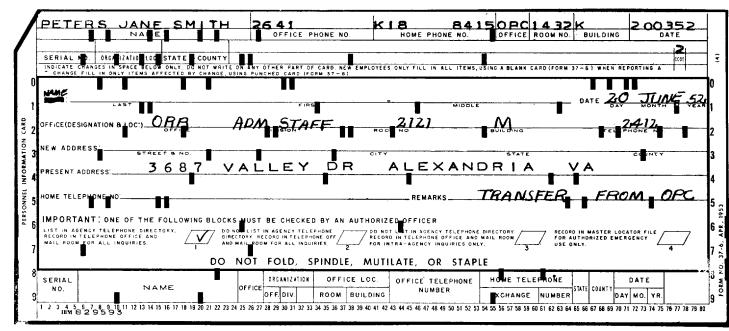


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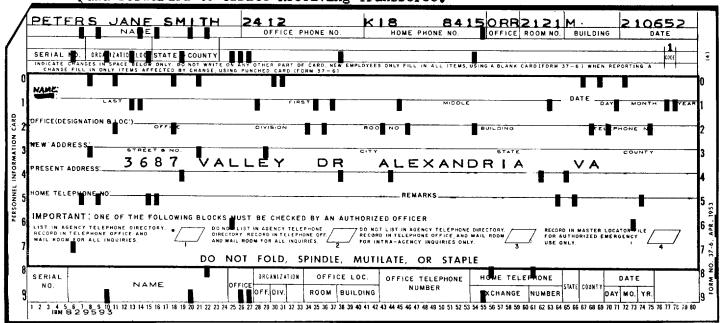
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c. Example: Inter Office Transfer (Transfer between Offices)

Prepared by office receiving transferee and forwarded to Machine Records Branch.



New Office File Card prepared by Machine Records Branch and forwarded to Office Receiving Transferee.



NOTE: 1. Leave Without Pay and Maternity Leave exceeding 30 days should be reported as a change of telephone number from that of the employee to the telephone number of the Administrative Officer.

2. A transfer from vouchered to unvouchered funds, and the employee remains in Washington, D. C. headquarters is not reported as a change unless there is a change in the information classification code.

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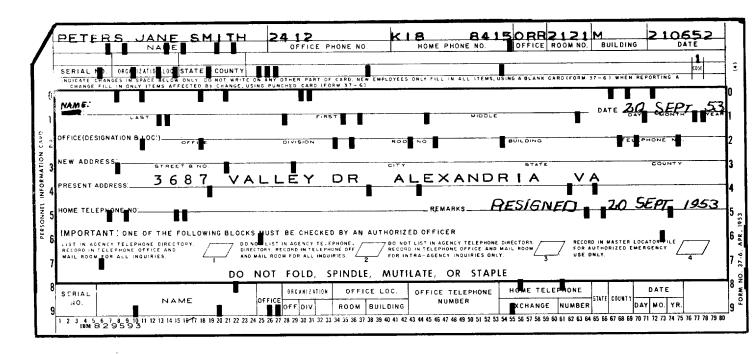
DELETIONS

3. Deletions

Master and Office file cards will be deleted from the files when an employee resigns, is transferred from Departmental rolls or is deceased.

When such actions occur, the Office card will be withdrawn from the Office File and the proper entry will be posted in the "Remarks" space; ie: "Resigned" "Transferred to Field" or "Deceased" and the card will be forwarded to the Machine Records Branch.

a. Example: Resignation Deletion



NOTE:

It is imperative that all deletion cards be submitted promptly to the Machine Records Branch.

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